

# Polk County Library

## Acknowledgement of Essential Skills and Abilities

### Library Clerk

This job description is not to be construed as an exhaustive statement of duties, or responsibilities. Employees may be required to perform other job-related duties as requested by the supervisor.

#### General Description

A Library Clerk performs a variety of library circulation and clerical procedures with a heavy concentration of public contact and high expectation of accuracy. General responsibilities include but are not limited to: circulation of materials using library automation system; data input; answering phones and placing calls; collecting fines and fees; operating a variety of office machines; processing new materials for circulation; maintaining shelves including shelving, shelf reading, and shelf straightening; planning and implementing programming for various age groups or assisting with such; assisting patrons with locating materials, reference questions, basic computer use, eBook borrowing, and other library requests.

#### Required Knowledge and Skills

High School Diploma or equivalent, or pending graduation date.  
Knowledge of computers and computer software.  
Ability to read and understand library procedures and policies.  
Ability to accurately count back change.  
Ability to use a PC on a daily basis.  
Ability to work on several tasks simultaneously.  
Good judgment for solving problems as they occur.  
Good communication and interpersonal skills.  
Ability to accurately file alphabetically and numerically.  
Ability to stay on task, often with minimal supervision.

#### Essential Physical Abilities

Sufficient hearing and speaking capabilities for interfacing with patrons and staff.  
Sufficient vision for using computer workstations, filing, typing, etc.  
Ability to withstand repetitive motion in use of hands, fingers, and wrists.  
Ability to withstand repetitive motion associated with standing, sitting, and walking.  
Ability to reach, stoop, kneel, crouch, and crawl.  
Able to pull, push, and lift up to 40 pounds.

#### Work Conditions

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Expect to experience the stress of dealing with many demands; extended use of keyboard and computer terminals; regular exposure to cleaning solutions and adhesives; occasional exposure to mold, dust, and temperature variations. This is an open office environment with moderate noise level and frequent interruptions.

*I have read and understand this description of the essential skills and abilities required for the position of Library Clerk. I understand that this document does not constitute a contract.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Initials of Supervisor/Administrator